Employment & Wage Verification Procedures

To request an employment and/or wage verification, the verifier can access our website at www.Thomas-and-Company.com. They then should click the green 'Request Employment & Wage Verification' button on the home page. Next they will create or login to their account. They then will agree to the FCRA terms, conditions and permissible purposes.

Inquiries for Wage Verification (Bank/Mortgage, Apartment Complex, other Lending Agencies, etc.)

- Employee will need to provide the verifier with your Company Code (**MHK718**)**,** Verifier Pin*, and their Social Security Number.

   *The Verifier Pin is obtained by the former/current employee in need of the verification. The employee can create the pin by accessing the Thomas & Company website, clicking the green 'Request Employment & Wage Verification' button and following instruction for employees. The employee will first need the Company Code (**MHK718**). Next they will be asked to enter their name, Social Security Number, and Employee Identification Number (EIN). They then will be asked to confirm and agree. At this point the Verifier Pin will be displayed and can be sent to the verifier to use for gathering immediate verification through www.Thomas-and-Company.com.

- If a Verifier Pin is not provided, the verifier must provide a signed release from the former/current employee to allow Thomas & Company to provide their information. **We cannot release any information without a Verifier Pin or signed release from the individual whose information is being requested.**

- If the verifier is unable to use the website, they may email the Verifications Department at Verifications@Thomas-and-Company.com to submit the request. Requests made outside of the website will be responded to within 3 business days of the request. However, if the request with all necessary information is made through the website, information will be provided immediately.

- The verifier will be provided with the following information: name, first day of work, last day of work (if applicable), position type (full or part-time), job title, rate of pay, and wage details.

Inquiries for Employment Verifications Only (Non-Wage Requests)

- Verifier will need your Company Code (**MHK718**) and the employee's Social Security Number.

- The site will provide the employee's first day of work, last day of work (if applicable), position type (full or part-time), and job title immediately.

Government Agency Requests

- All government agency requests for employment or wage information should be mailed, faxed, or emailed to our Verifications Department. Please refer to the contact information for Thomas & Company below. Requests will be completed and return to the appropriate government agency.

If the verifier needs further assistance, they should contact:

Thomas & Company Verifications Department
Post Office Box 280100, Nashville, TN 37228
Verifications@Thomas-and-Company.com
Direct: (615) 620-0569 Main: (615) 242-8246 Fax: (615) 242-5826